

3.11.2011

You are requested to attend a meeting of the FINANCE AND GENERAL PURPOSES COMMITTEE to be held in the Council Chamber at the address below on Monday 7 November 2011 at 7.00pm. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Proper Officer

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Committee Members:

Cllr R L Piper (Chairman)

Cllr R M C Hogarth

Cllr A Eyre (Vice Chairman)

Cllr R J Parry

Cllr J M Canet

Cllr S G Raikes

Cllr G R S Clack

Cllr P W Towell

Cllrs A S Clayton

Cllr Mrs P C Walshe

Cllr Mrs A E Dawson

A G E N D A

Apologies for absence.

1 PUBLIC QUESTION TIME

To enable members of the public to make representation or put questions to the Committee on any Financial or General Purposes matters.

2 DECLARATIONS OF INTEREST

To receive any declaration of interest from members in respect of items of business included in the agenda for this meeting.

3 MINUTES

To receive and sign the minutes of the meeting of the Finance & General Purposes Committee held on 12 September 2011 (copy previously circulated).

4 SUB COMMITTEES

(a) Youth Council

To receive and adopt the minutes of the Youth Council pre meeting and meeting held on 21 September 2011 and of the inquorate meeting held on 19 October 2011 (copies attached).

- (b) Youth Services Sub Committee
To receive and adopt the minutes of the Youth Services Sub Committee meeting held on 21 September 2011 (copy attached).
- (c) Sevenoaks Community Centre
To receive and consider an update report concerning lettings at Community Centre (copy attached).

5 FINANCE REPORTS

- (a) Statement of Accounts
To receive and consider the Statement of Accounts, together with the Finance Officer's report from 1 August to 30 September 2011 (copy attached).
- (b) Suppliers' Accounts
To authorise payment of the accounts listed in the schedules from 1 August to 30 September 2011 (copy attached).
- (c) Payroll Account
To confirm payments from the account listed in the schedules from 1 August to 30 September 2011 (copy attached).
- (d) Petty Cash Account
To confirm payments from the account listed in the schedules from 1 August to 30 September 2011 (copy attached).
- (e) Investment Strategy
To receive and
 - i) confirm the current investment strategy for 2011/12
 - ii) note the current investments with financial institutions summary (copies attached).
- (f) Nat West Streamline
To receive and consider the adoption of the resolution in respect of the Nat West Streamline Banking Mandate (copy attached) [*Minute 156 (h) refers*].
- (g) Hospitality and Gifts Register
To receive and note the Hospitality or Gifts received by the employees of Sevenoaks Town Council staff during the period from 1 June to 30 September 2011 (copy attached).

6 DRAFT REVENUE ESTIMATES 2011/2012 & ROLLING CAPITAL PROGRAMME

- (a) 2012/13 Draft Revenue Estimates
To consider the draft Revenue Estimates 2012/2013 (copy attached).
- (b) Draft Rolling Capital Programme
To consider the draft Rolling Capital Programme for 2012/2013 to 2013/14 (copy attached). This document takes into account the Annual Maintenance Survey undertaken (copy available on request).
- (c) Property Maintenance Programme
To receive and consider the Future Property Maintenance Programme. (copy attached). [*OS&L minute No 197 refers*]
- (d) Review of the Town Council Charges
To receive and consider the charges for the hire of the Council Chamber from January 2012 (copy attached).

7 LOCALISM BILL

To receive and

- a) note an update from NALC on the Localism Bill dated 6 October 2011
 - b) consider a letter from Sevenoaks District Council dated 13 October 2011
 - c) note an updated legal briefing from NALC on the future of standards of conduct of members of Local Authorities in England
- (copies attached).

8 IT STRATEGY REVIEW UPDATE

To receive a report from the Responsible Finance Officer with recommendation for the Town Council to proceed with IT Administration proposals put forward by our IT Maintenance Contractor and to purchase a suitable new server (copy attached).

9 ELECTIONS

To receive and note an email from Sevenoaks District Council concerning the revisions to Polling Stations (copy attached).

10 CHRISTMAS LIGHTS UPDATE

To receive and discuss the updated plans by the Chief Executive concerning the 2011 Christmas Lights (copy to be tabled).

11 QUEEN'S DIAMOND JUBILEE

To receive and adopt the minutes of the Queens Diamond Jubilee Working Party meeting held on 27 September 2011 (copy attached).

12 TOWN CENTRE PARTNERSHIP

To receive and

- (a) note minutes of meeting held on 13 October 2011
 - (b) consider a request from the Chairman of the Town Centre Partnership
- (copies attached).

13 STREET LIGHTING IN PRIVATE ROADS

To receive and consider a report on street lighting in private roads and authorise actions to be taken (copy attached).

14 TOURIST INFORMATION CENTRE

To receive and note update report concerning Tourist Information (copy attached).

15 CURRENT MATTERS

To receive and note a list of current matters (Copy attached).

16 PRESS RELEASE

To consider any agenda items, which would be appropriate for a press release.